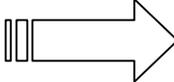


GETTING READY

The clock starts when you have a meeting with management. Step two requires management authorize the workshop. Step three: A workshop coordinator is appointed and begins to take responsibility for the workshop. The coordinator should allow a minimum of 7 weeks to prepare, coordinate and make the necessary workshop arrangements.

Actions to be done follow. 

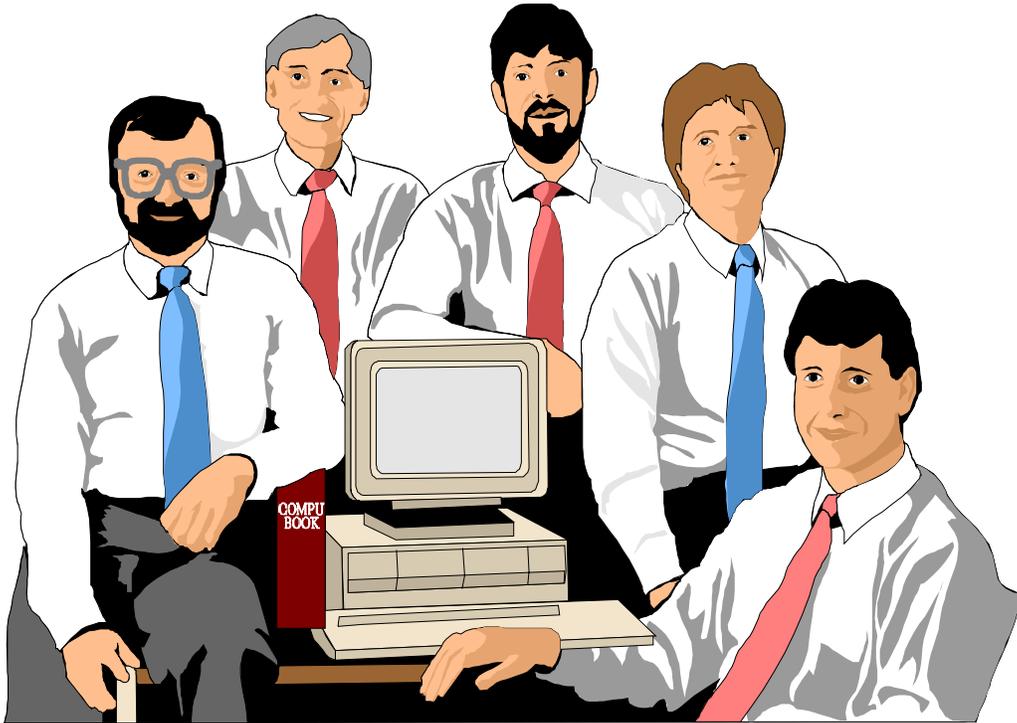
SEVEN WEEKS BEFORE WORKSHOP COORDINATOR SHOULD:



1. Determine disciplines necessary to support the workshop. Preferably, each team should have representatives from:

Sales/Marketing, Engineering, Purchasing, Finance, Quality Control, Product Support, Manufacturing
2. Submit the team make-up to Management with recommended personnel to fill those spots. Arrange a meeting with department managers to discuss potential team members issues for the “live” project, as well as, the goals and objectives.
3. Select location and reserve facilities for the meeting. The facilities should be away from the normal working area. These facilities can generally be obtained at a hotel or motel.
4. Facilities should have:
Sufficient room to permit each team to work at a separate table and to utilize flip charts. Minimum recommended room size is 15' X 20' for a single team (4-6 members); 30' X 30" for one to three teams, easel and flip chart pad
Overhead projector for transparencies and a projection screen.
Videotape player, TV Monitor, LCD Data Projector.
Provisions for coffee and rolls.
5. Review workshop checklist with Lambert Management Group representative assigned to the workshop.

FOUR WEEKS BEFORE WORKSHOP



1. Determine others who might be invited to attend, such as:
 - ◆ Customer
 - ◆ Participants from other divisions and organizations
 - ◆ Vendors with applicable products or knowledge as subject matter experts
 - ◆ User
2. Finalize list of individuals assigned to attend workshop, send the **LETTER FROM MANAGEMENT**.
3. Send list of participants to LMG for records.
4. Obtain preliminary agenda from LMG representative and send out to anticipated Workshop attendees. The final agenda will be distributed at the workshop.
5. Assign participants to teams. A fall – back will be to have it occur on the first day of the workshop.

TWO WEEKS BEFORE WORKSHOP

1. Insure that management representative will be available to kick – off the workshop.

Manager should indicate their:

- Support of the Value Program
- Importance of the workshop to the program
- Objective of the workshop and expectations of the outbrief

2. Confirm to participants by memo their selection for the workshop and furnish a list of data that they are to gather *prior* to the first meeting. Memo should be signed by high level member of management.



ONE WEEK BEFORE WORKSHOP



1. Check final arrangements.
 2. Obtain materials for the participants:
 - Flip chart paper
 - Sharpened pencils – each participant
 - Markers
 3. Solicit team members to bring lap top computers (at least 1 per team)
 4. Prepare and arrange meeting room.
 5. Verify management availability for team presentations at the end of the workshop.
-